

## APPLICANT USERS GUIDE



## Home Page

The Careers.ga.gov site represents one central portal by which the State recruits, attracts, and retains a diverse and talented workforce.



**Getting Started:** All interested job applicants visiting the site are encouraged to create a profile to take full advantage of the Careers.ga.gov site. This site also contains a wealth of information and links of services for viewers seeking to relocate to the state.



The "Career Search Now" link returns jobs which have been identified as critical needs categories by state agencies. This link identifies the Job Title, Agency, Location, Closing Date, and Salary Ranges. You may view these job openings, however, to apply for a job you must have a UserID and Password.

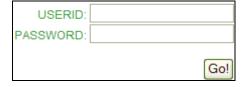


The "Create My Application" link allows you to create a profile and gives you full access to apply for any State of Georgia posted position(s).



The "Hot Jobs" link identifies jobs based on closing dates of job postings. Although results may return some of the same jobs featured in the "Career Search Now" listing, this link specifically returns jobs based on **closing dates.** 

## **USERID** and **PASSWORD**



**Returning Users:** To gain access to your Careers account, type in your UserID and Password received when you created your application profile and click "GO!"

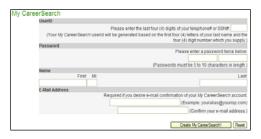




After you type in your UserID and Password, the screen to the left will appear. This page displays your electronic Applicant Folder with menu options.



First Time Users: To begin your process, Click the "Create My Application" link.



To create your UserID and Password, type in the information required on the screen. Click the "Create My Career Search" link.



Once you click the "Create My Career Search" link, the confirmation screen appears.



CRITICALLY IMPORTANT: Record and remember your UserID and Password. A confirmation email will be sent validating the information you provided.

To create your application, select

View / Edit / Create Application

This opens up the page to the left allowing you to review test scores, your job history, search positions by location, change your password, etc.

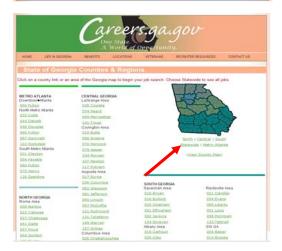


Edit My Application... Select to begin entering your application information.





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There are **Eight (8) Tabs** you must complete: Personal Data; Education; Work History; Special Skills; Background Information; Veteran's Preference; Comments and Signature to ensure that your application is evaluated appropriately.

Click the "Save and Exit" link to save your online application in the database. You are now ready to begin applying for jobs.

IMPORTANT NOTE: Although you may Save and Exit these tabs identified above at any time; you will not be considered for any position until the Signature tab has been certified as completed. This would include any updates/changes made to your existing profile or application.

Click the "Search Careers/Locations" link to begin your job search.

To return to the Careers.ga.gov "Home" page you must click the "Logout" link.

Indicate the geographic area in which you wish to search for jobs. You may search "Statewide," by "County," or "Region."

**RECOMMENDATION:** Choose Statewide to see all vacancies. To narrow your geographical search, click "County" or "Region."





At this 5-item query page, you have the option to indicate how you wish the job postings to be sorted. Click "Your Career Starts Here" link to begin your search.



From the displayed list of job, click the Job Title to view the actual job posting. See panel on the left for an example.



To apply for a position, click the bottom of the Job Announcement. Clicking the "Apply-Add to My Jobs" link places this position into your electronic Applicant Folder.

IMPORTANT: Carefully read and follow the ADDITIONAL INFORMATION section toward the bottom of the Job Announcement. It may contain additional application instructions. Some jobs may also require an exam. If applicable, this information will be indicated under the heading "Exam & Evaluation Information" on the Job Announcement.





Click the "Apply Now!" link to attach your application to the position and to proceed to the application builder function.



After you attach your application, you must select "Continue with your application?"



The page to the left will display when you have **SUCCESSFULLY** completed your application.